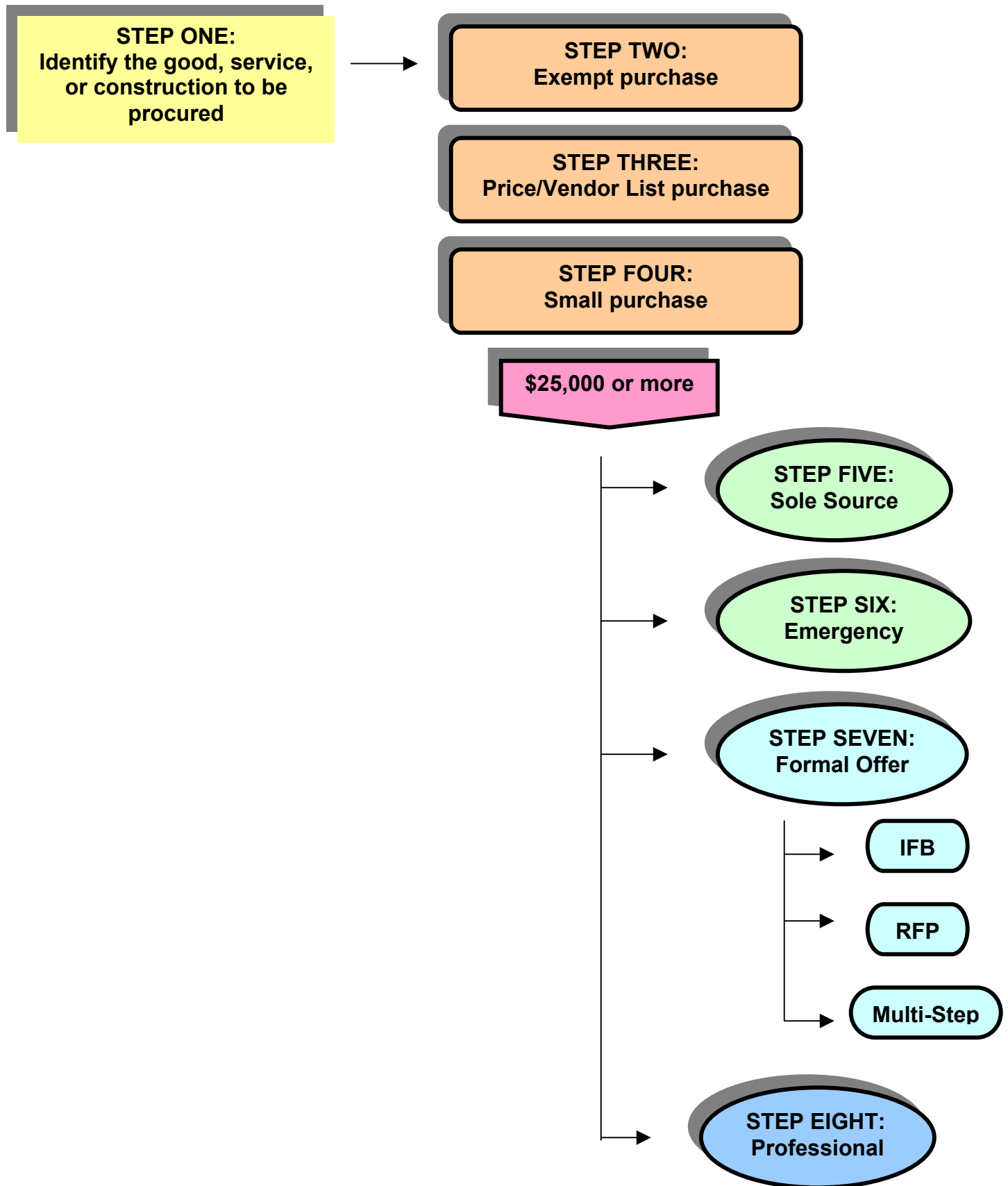


PROCUREMENT OF GOODS, SERVICES, AND CONSTRUCTION



PROCUREMENT OF GOODS, SERVICES, AND CONSTRUCTION

Step 1: Determine what you need to purchase. What are the specifications? Once you've determined the specifications, you're ready to proceed.

Step 2: Exemptions. Is the good or service exempt from the procurement code, chapter 103D, HRS? Section 103D-102 exemptions may apply (list attached); *however, competitive bidding is always encouraged*. Reference: §103D-102, HRS; §3-120-4, HAR.

Step 3: Price/Vendor list (NO DOLLAR LIMIT). Is the good or service available from the State Procurement Office (SPO) price/vendor list? If yes, purchase from the applicable SPO price/vendor list. Reference: §3-121-6(c), HAR.

What if the good or service on the price list does not meet your needs? You must request a waiver to purchase outside of the price list. Use SPO Form-5.

Step 4: Small purchase (UNDER \$25,000). If the good or service is not available from the SPO price/vendor list, determine the estimated dollar amount of the purchase. If the amount is less than \$25,000, use the small purchase procedure. Reference: Subchapter 8, Chapter 3-122, HAR.

Step 5: Sole source (\$25,000+). Does the purchase qualify as a sole source purchase? In brief, if you can justify that your needs can be met by purchase from one source only and no other, request a sole source approval. Use SPO Form-1 and 1A. Reference: Subchapter 9, Chapter 3-122, HAR. [Note that sole source purchase is not the norm.]

Step 6: Emergency Procurement (\$25,000+). If the purchase is such that if you don't act immediately and an emergency condition that is a threat to public health, welfare, or safety would result, seek an emergency procurement approval. Use SPO Form-2. Reference: Subchapter 10, Chapter 3-122, HAR. [Note that emergency procurement is not the norm.]

Step 7: Competitive sealed bids or proposals (\$25,000+). If none of the above six steps apply to your purchase, you must use either the competitive sealed *bids* process or the competitive sealed *proposals* process.

The majority of competitive purchases are done through the competitive sealed *bids* process via the Invitation for Bids (IFB). The competitive sealed *proposals* process via the Request for Proposals (RFP) is the exception and must be justified and approved prior to use.

Invitation for Bids. The IFB is used when the specifications are clear—you know what your needs are and you can spell them out. Award is made on the basis of lowest bid price, provided the bidder is responsive and responsible. Reference: Subchapter 5, Chapter 3-122, HAR.

Request for Proposals. The RFP on the other hand is used when you know what your objective is but don't know how best to meet that objective. The process gives you the opportunity to evaluate several approaches to meet your needs and to request price offers from acceptable offerors only. Also, factors other than price may be important to you. This process allows you to award to other than the low bidder. Reference: Subchapter 6, Chapter 3-122, HAR.

Multi-Step IFB. A combination of an IFB and RFP

Step 8: Professional Services (\$25,000+). What qualifies or is defined as a professional service. Professional services may be procured in accordance with sections 103D-302, 103D-303, 103D-304, 103D-305, 103D-306, or 103D-307, HRS. Design professional services (Chapter 464) shall be procured pursuant to 103D-304 or 103D-307.